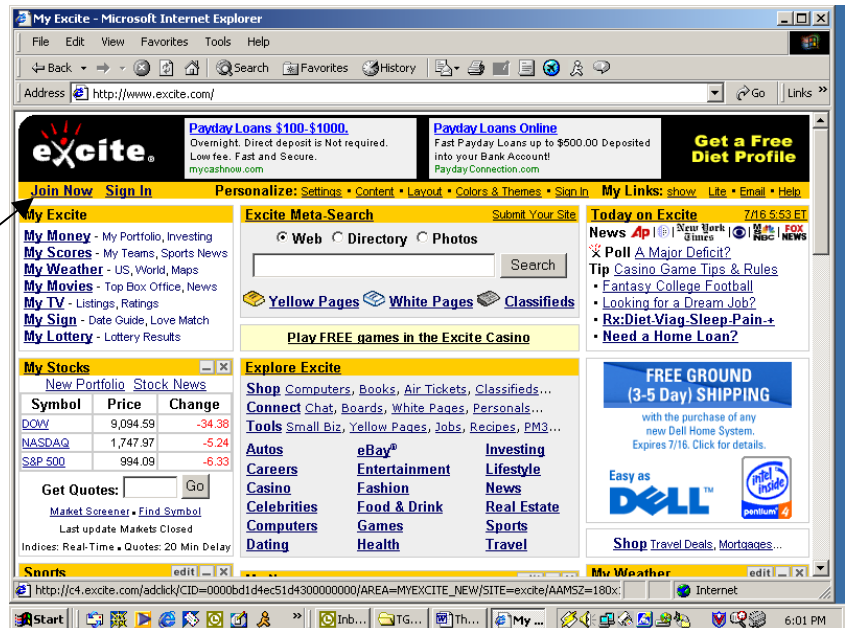


# Signing Up for an Email Account

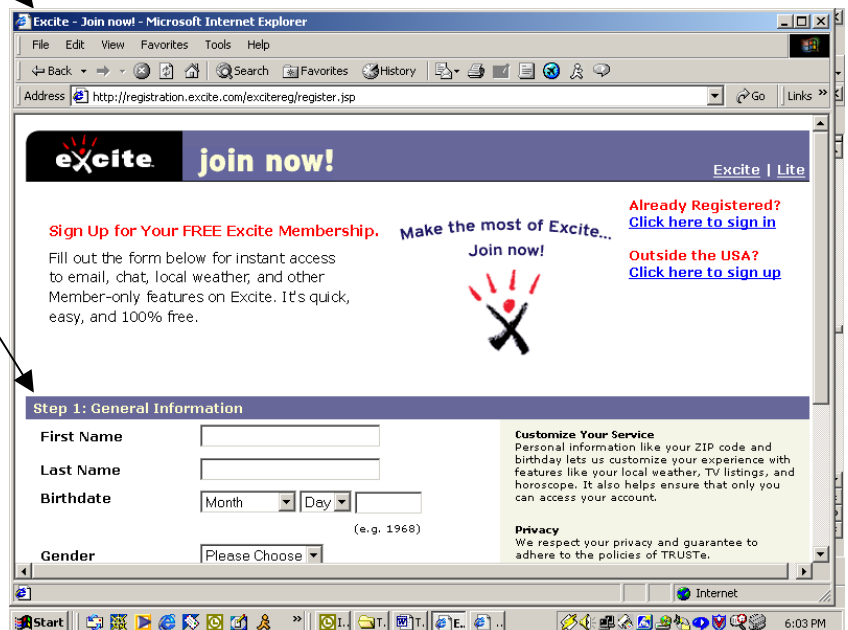
1. Sign up for a Web-based e-mail account through Excite. To do this, go to Excite's Web site at <http://www.excite.com>.
2. Click on the **Join now** link.



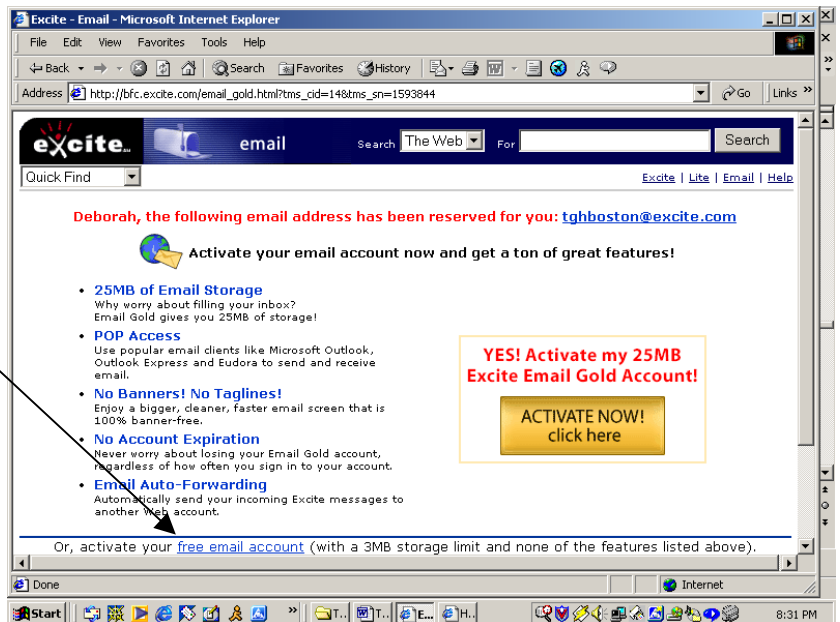
3. A new window will open up.

4. You will need to complete the information on the next few screens in order to get an email account.

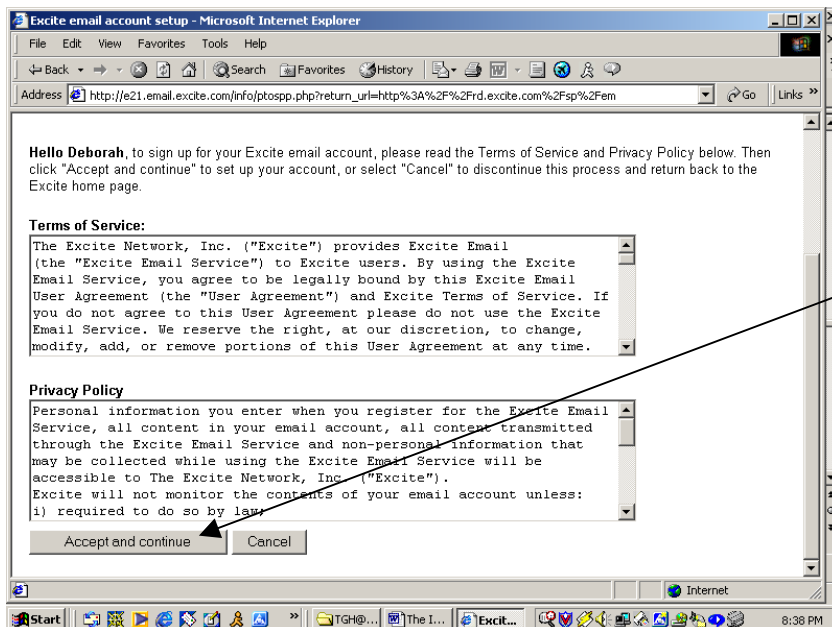
5. You will also need to choose a **Login Name** (which will be the first portion of your email address) and a **Password**. Be sure to record this information.



5. Click on the **activate free email account** at the bottom of the page.



You will receive a screen that details the terms of service and the privacy policy. You must click **accept** to continue.



You will see a welcome screen with your name.

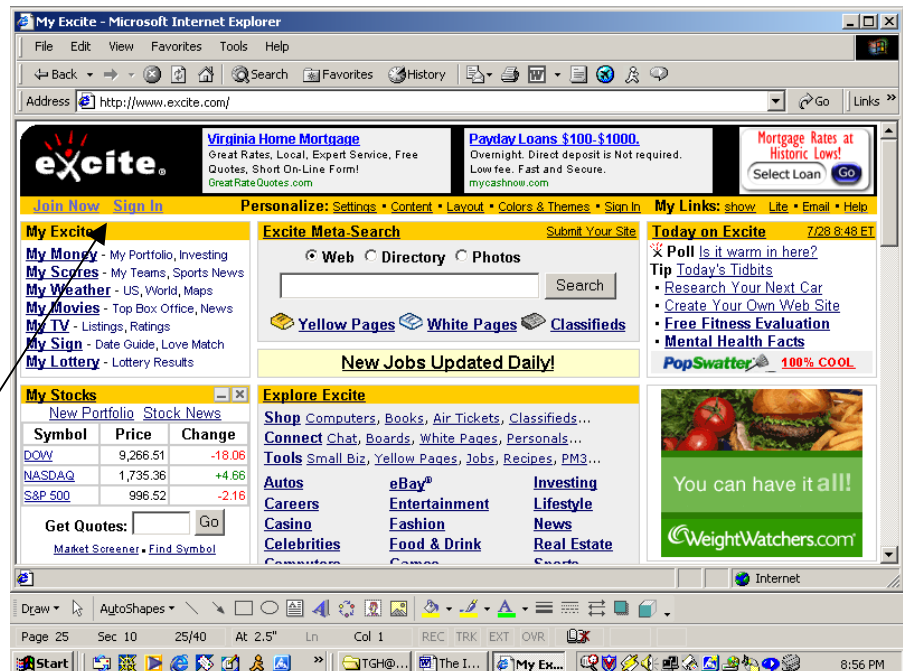


# Email Basics

To access your Email account:

1. Go to your Email provider's Web site – www.excite.com. Many Web-based Email providers (i.e. Yahoo, Netaddress, and Lycos) use a similar format.

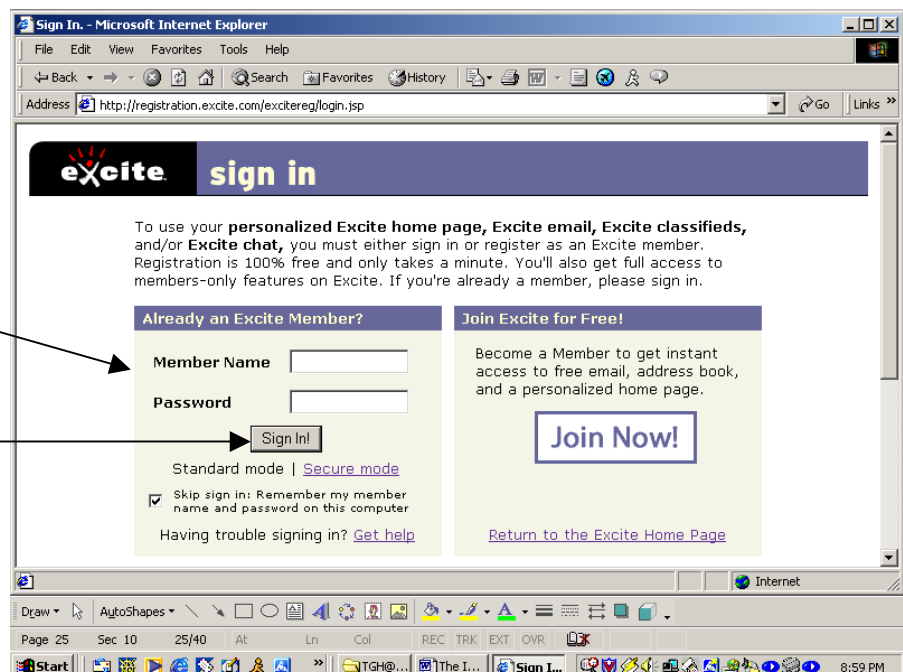
2. Click on the **Sign In** link.



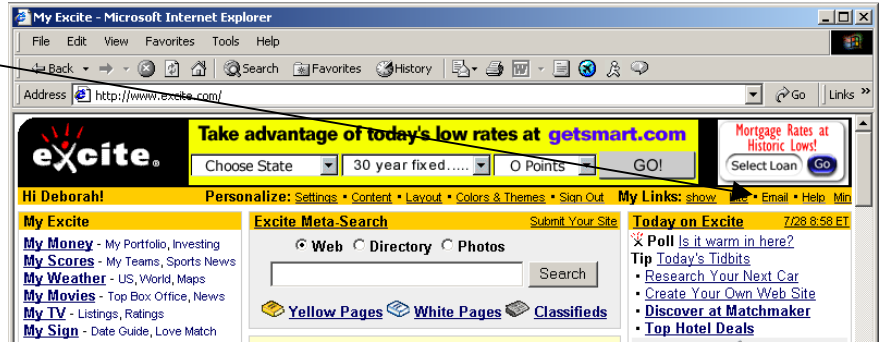
3. The sign-in screen opens.

4. Type in your member name and password.

5. Click the **sign in** button.



6. You can click on **Email** under my links or scroll down to the bottom of the page.



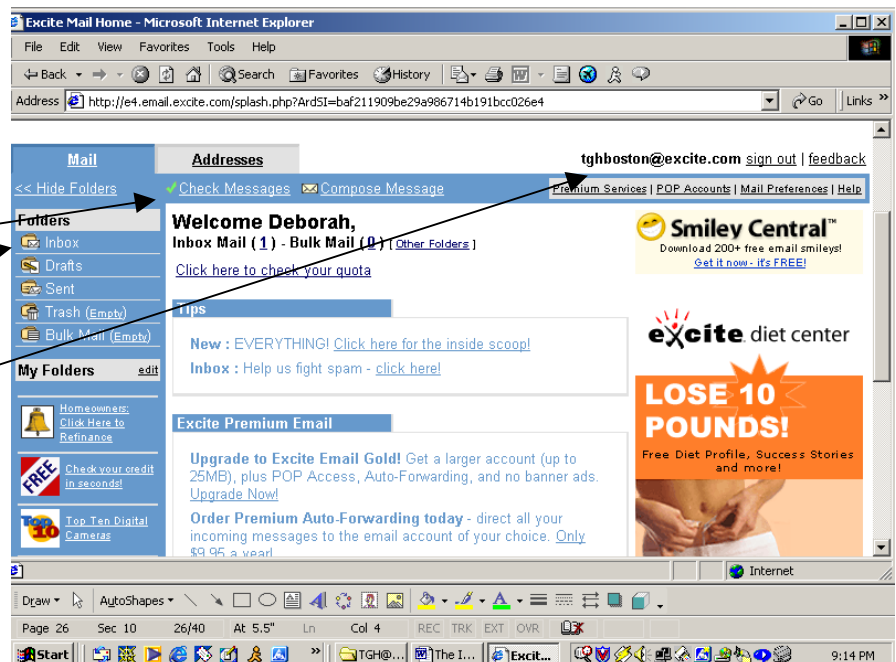
7. You have successfully accessed your Email account and can read and send messages.



8. Most Web Email applications begin by displaying the messages currently stored in your **Inbox**. The **Inbox** is a special folder that stores the messages that others have sent to you.

To access your mail, click on **Check Messages** or **Inbox**.

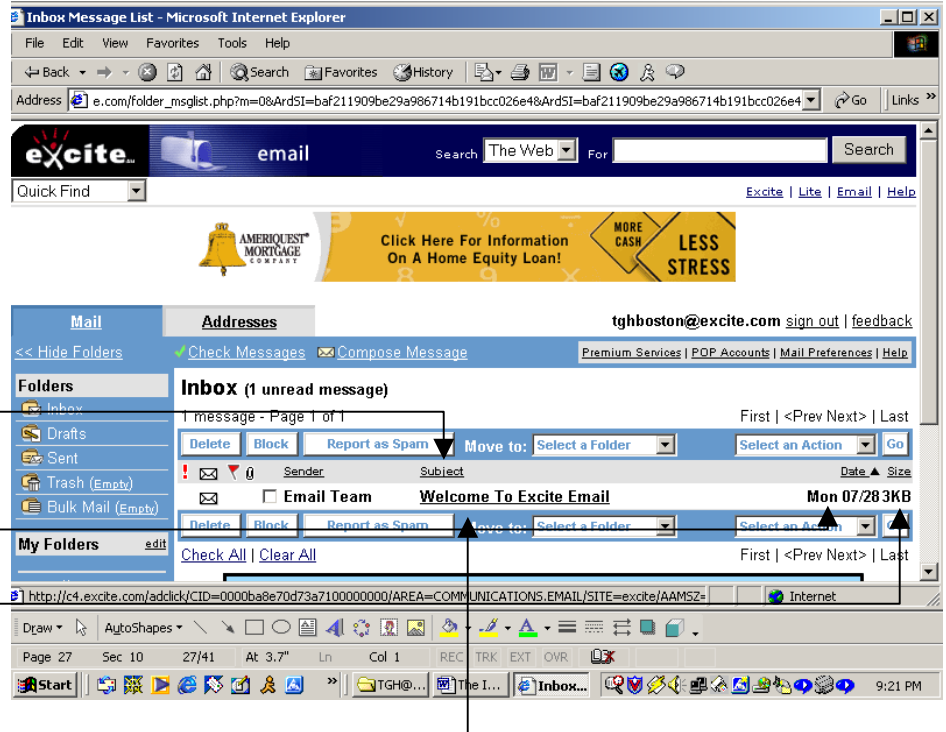
\*Note-your **Email address** is displayed to show that you are still logged into your account.



## To read new and old Email messages:

1. This is a list of the messages in the **Inbox**. In this example, there is only one message in the **Inbox**. This list tells you:

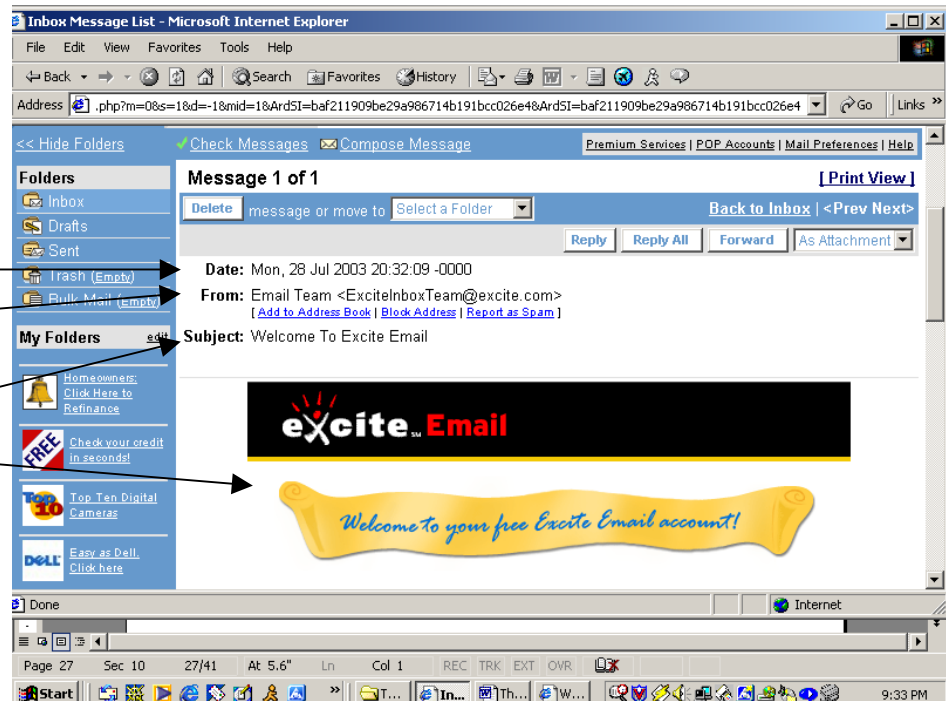
- ☐ the email address of the sender
- ☐ the subject of the email
- ☐ the date it was sent and
- ☐ the size of the message.

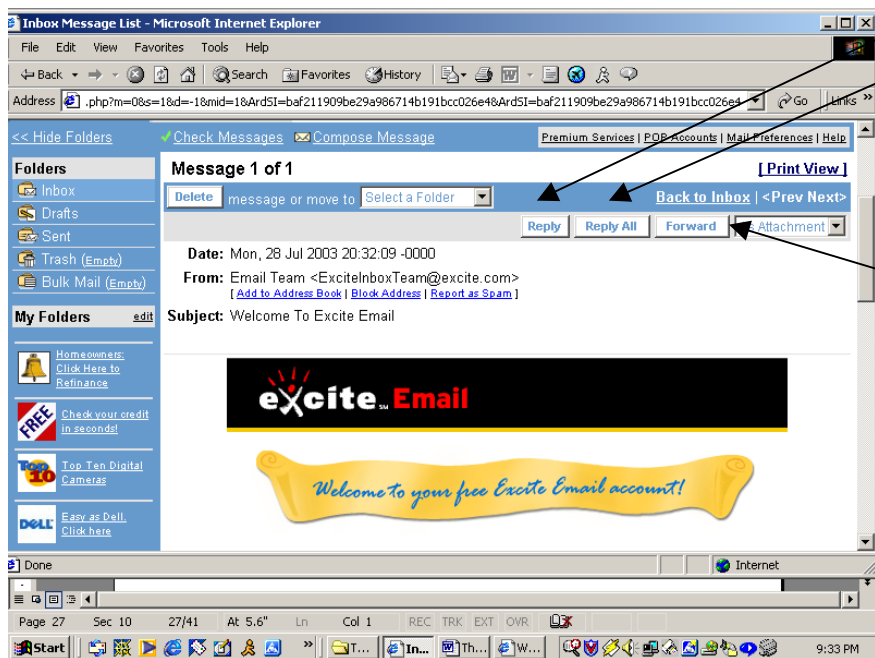


2. To read a message in your Inbox, click on the message's **Subject** line. In this Email application, the subject lines of new messages appear bolded.

3. A new screen opens with the message displayed, detailing:

- ◆ the **date** the message was sent
- ◆ the **sender** of the message
- ◆ the **subject** of the message
- ◆ the **text** of the message

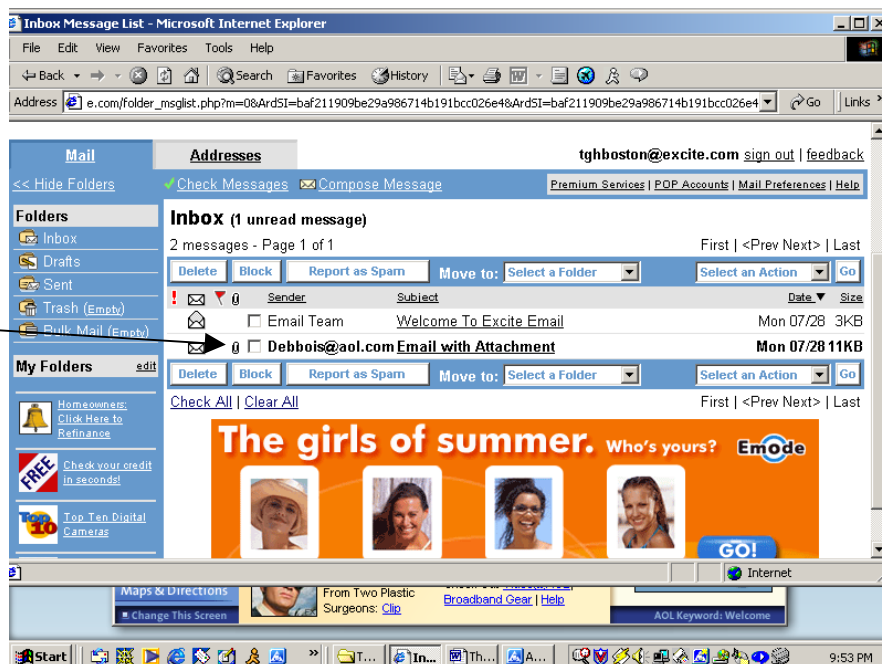




4. To reply to the message, click on the **Reply** or **Reply All** (if there are multiple people) button.

5. If you want to forward the message to someone else, click on the **Forward** button.

This message has an attachment. You can see the paper clip next to the subject.

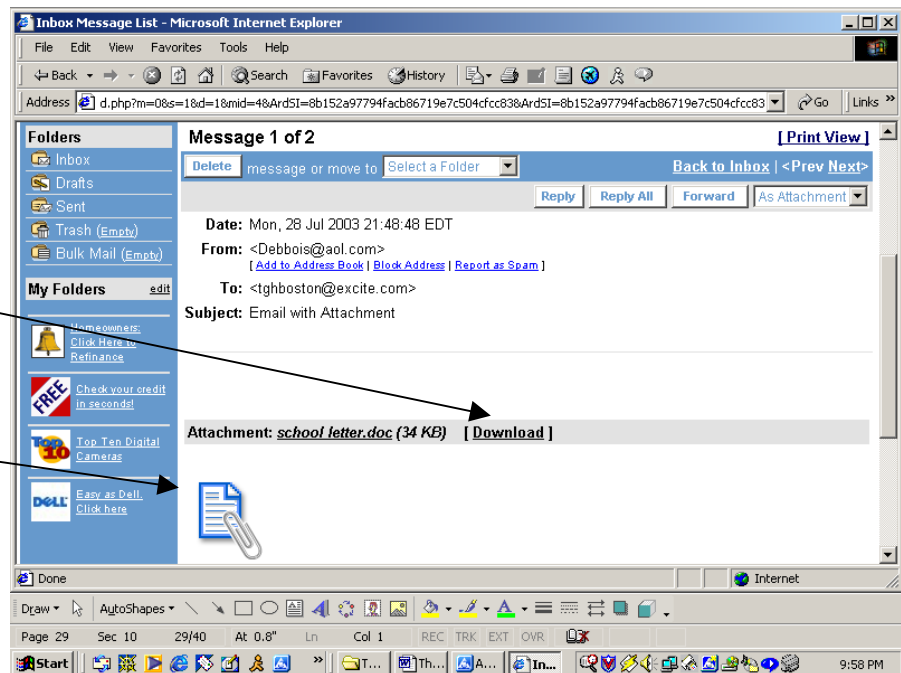




When you open up the message, you can see an attachment box.

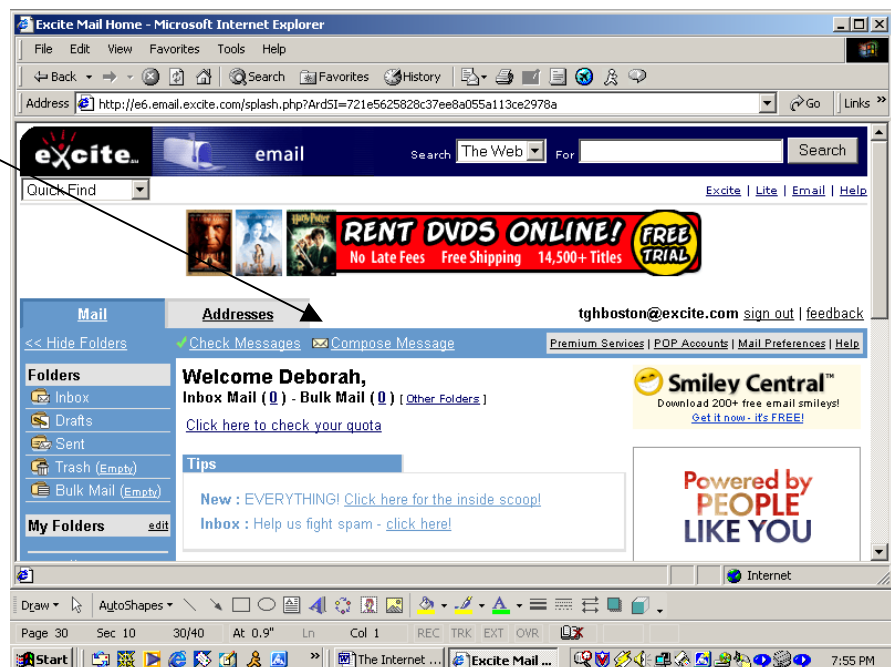
To view the document, click on **Download**

or double click on the icon.



To write a new message:

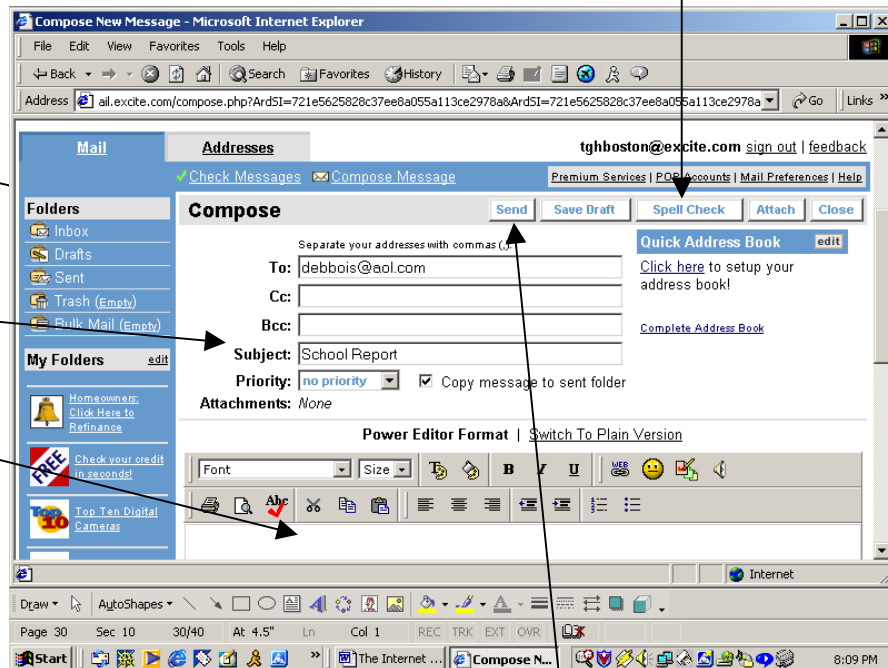
1. Click on **Compose Message**.



2. A new message window opens. Fill in the appropriate boxes:

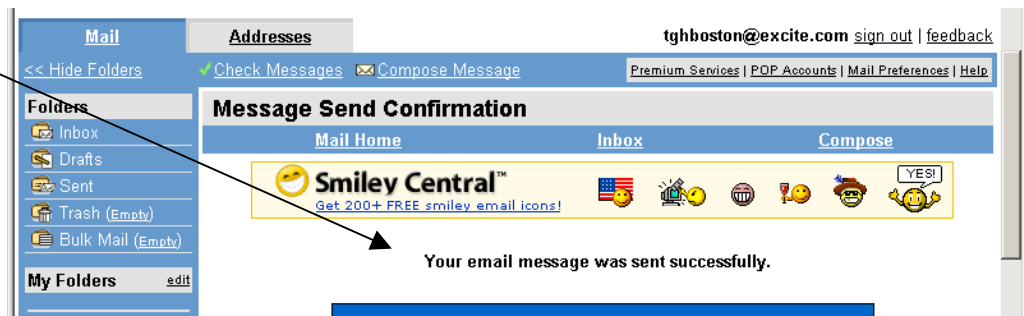
- ◆ the **Email address** (or addresses) of whom you are sending the message to
- ◆ the **subject** of the message
- ◆ the **text** of the message

This Email service has a **Spell check** feature to check for errors.



3. Click on the **Send** button when you are finished typing your message and after you have checked for errors.

A new screen appears to tell you that the message has been sent.

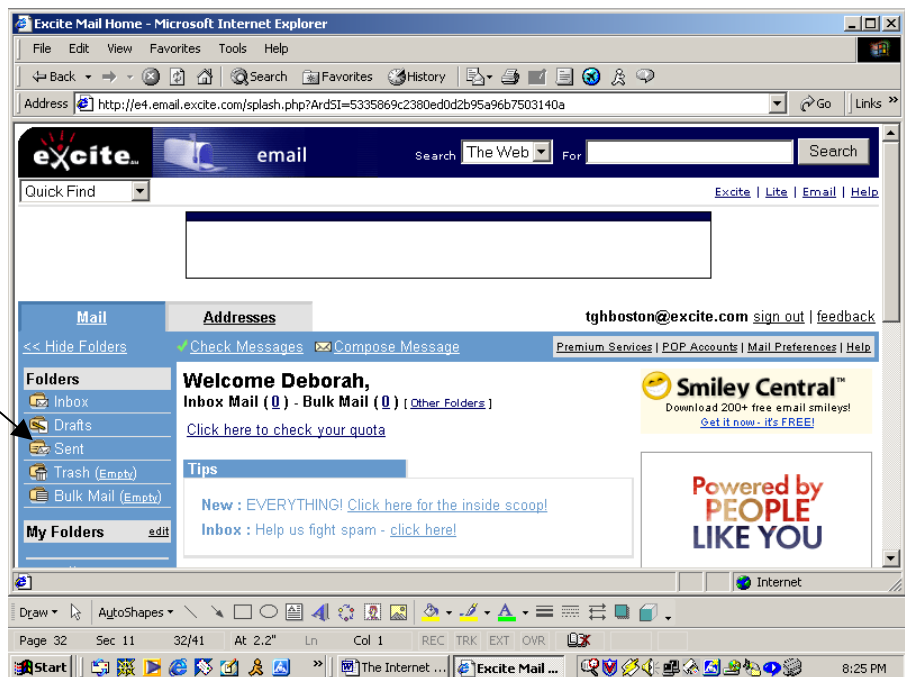




## Viewing Sent Messages

Most Email applications allow you to go back and read messages that you have sent to others.

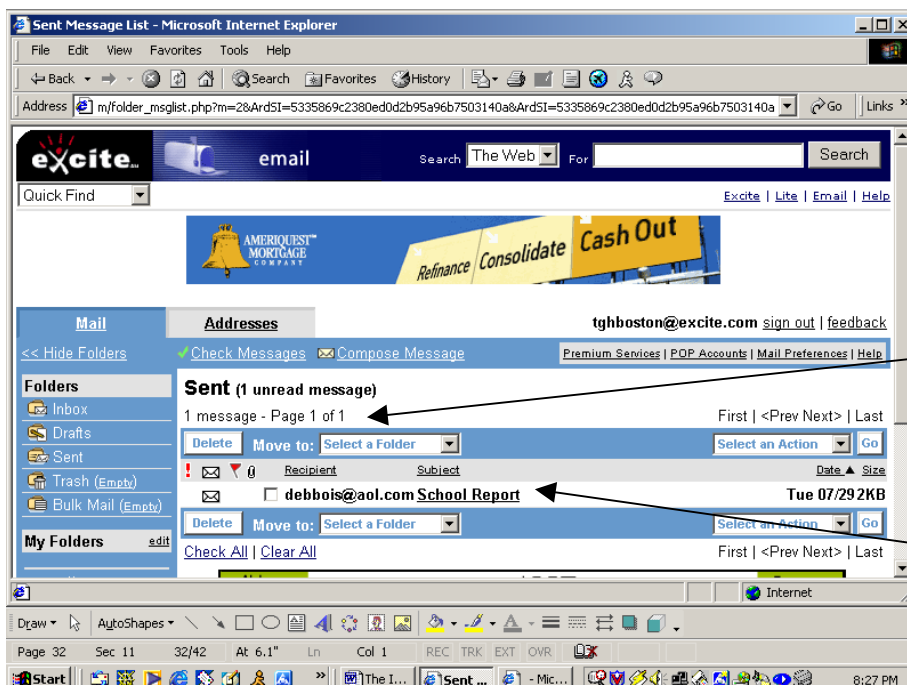
1. To view messages you have already sent to others, click on the **Sent** link in the **Folders** list.



2. You are now in your **Sent** mail folder. This folder stores all the messages you have sent to others.

3. In this example, there is only one message stored in the **Sent** folder.

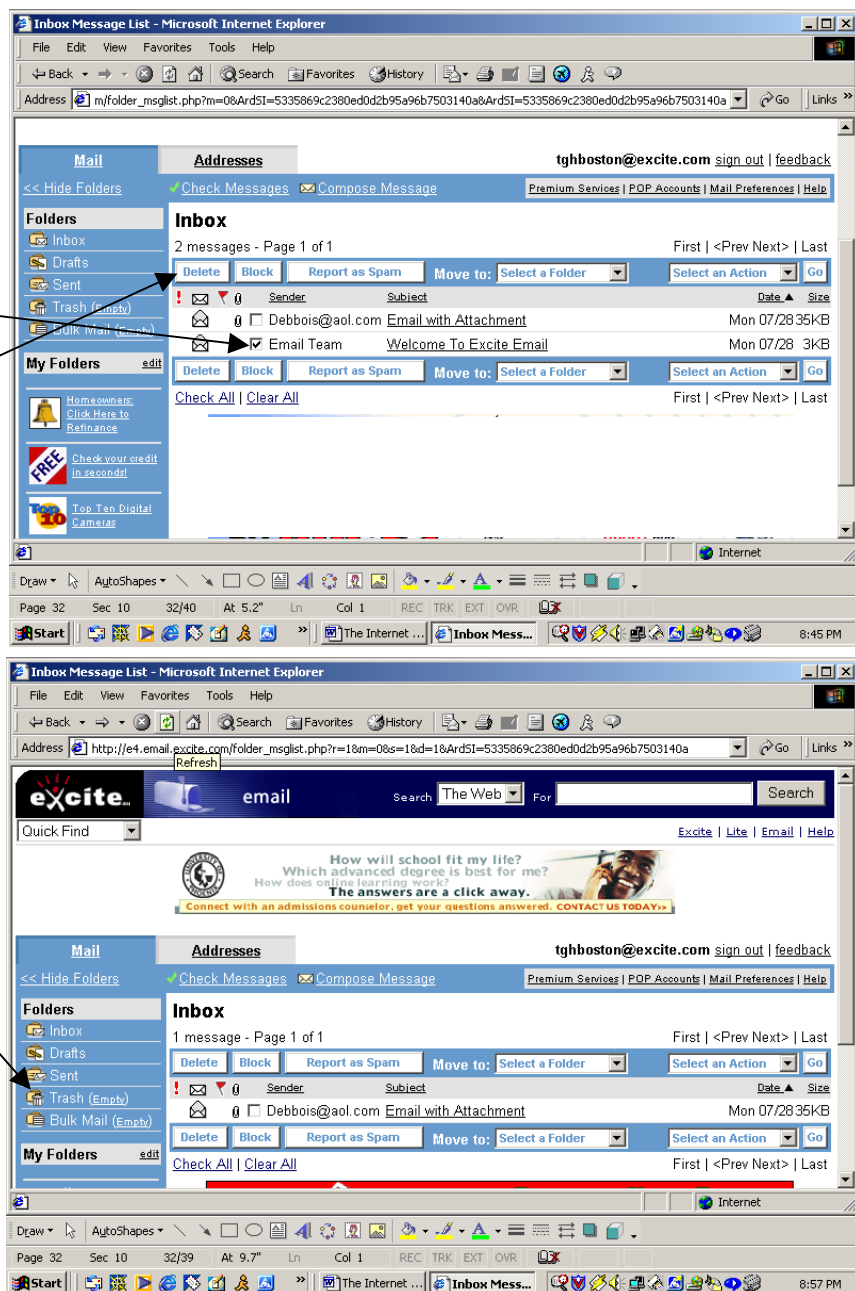
4. To view the sent message, click on the **Subject** of the message.



## Deleting Messages

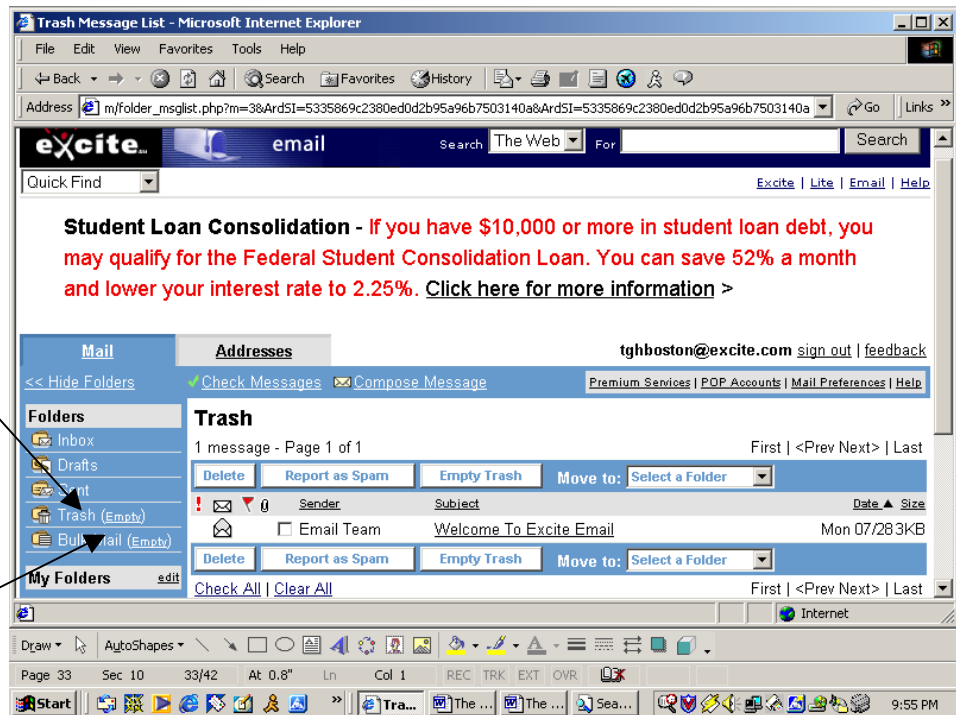
To keep your Email folders organized and easy to access, it is helpful to know how to delete messages you no longer need. Also, if you are using a Web-based Email service (i.e. Excite), you are allowed a limited amount of storage space to keep old and new messages.

1. Go to the folder that contains the message you want to delete.
2. Place a check mark in the box next to the message you want to delete.
3. Click on the **Delete** button.
4. Your message is no longer listed in the Inbox folder.
5. When you delete a message in Yahoo, it goes to the **Trash** folder. The Trash folder works like the Recycle Bin in Windows -- both store items you delete until you empty the Trash or Recycle Bin.
6. To view items in your **Trash** folder, click on the link.

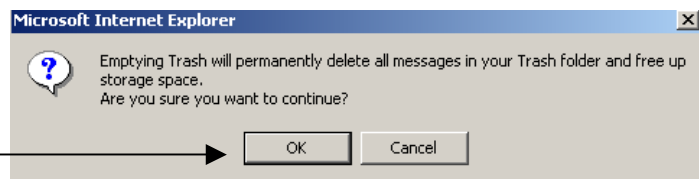


7. A new window will open displaying all the messages stored in the Trash folder.

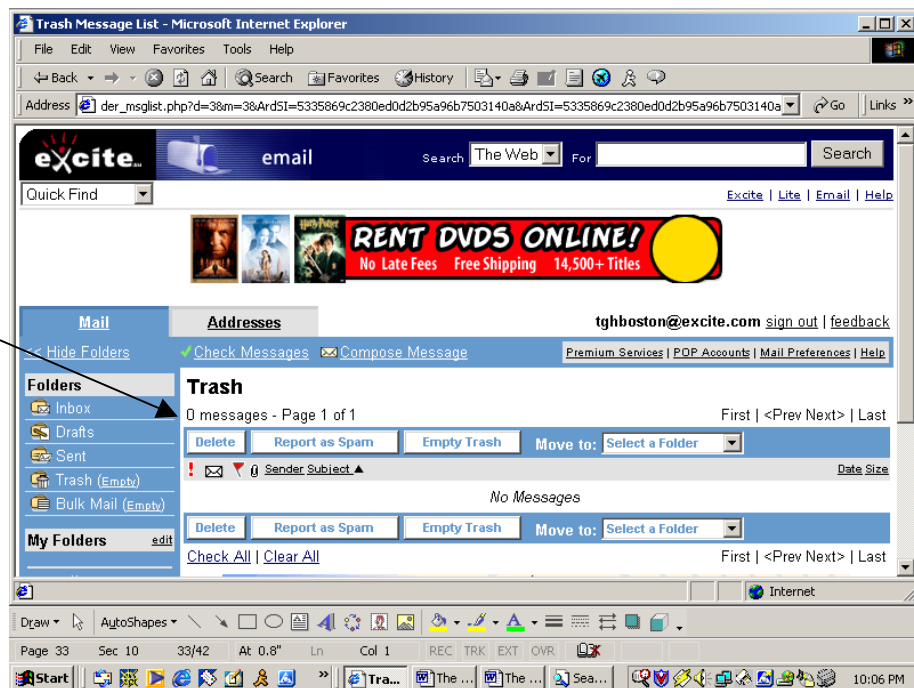
8. To empty the Trash folder, click on the **Empty Trash** link.



A message will appear confirming that you want to delete the message. Click **OK**.

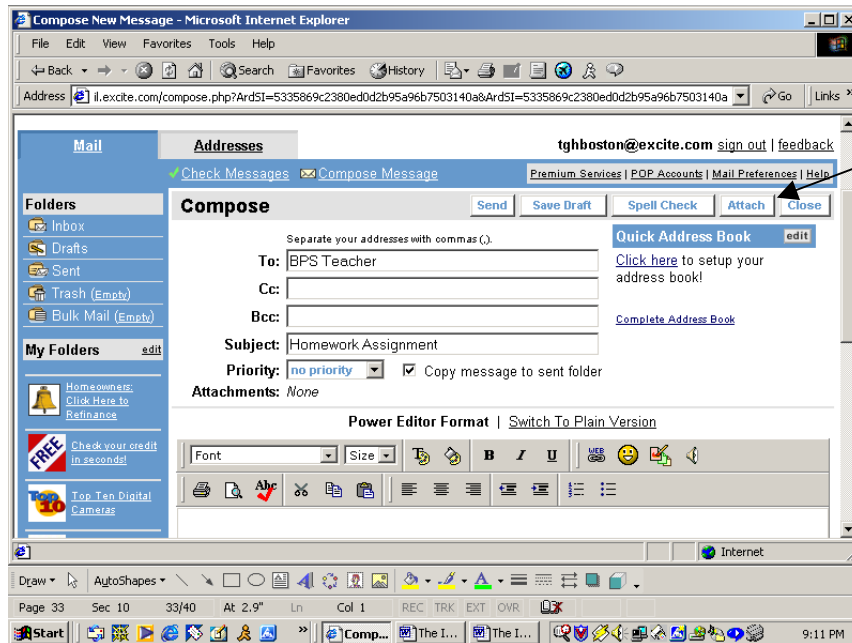


9. The **Trash** folder is now empty.



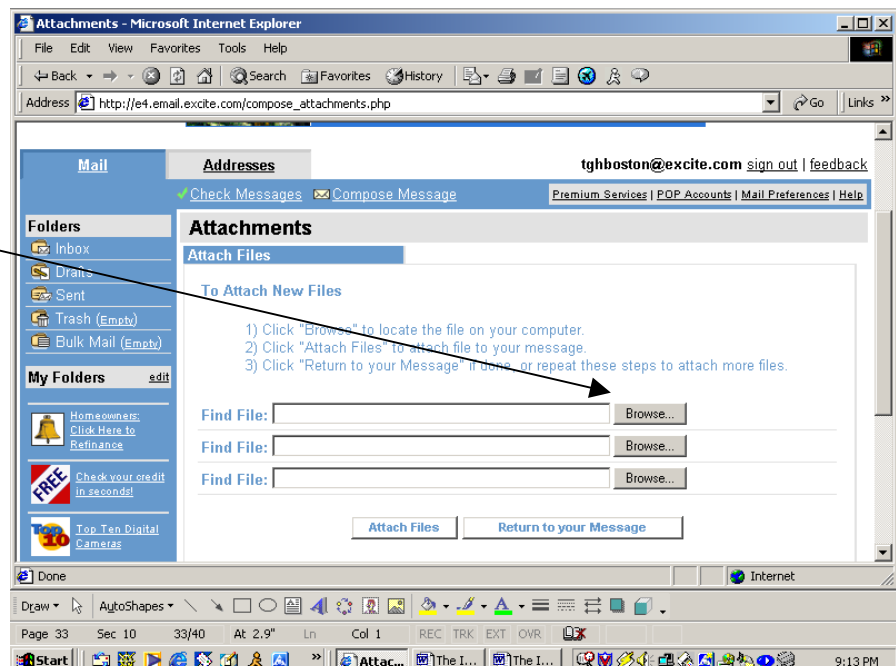
# Sending Email Attachments

An **Email Attachment** is a file (word processing document, spreadsheet, photo, video clip, sound clip, etc.) that is attached—think of it as paper clipped—to an Email message. Email Attachments allow us to send work that we have already completed (such as a resume) to others across great distances instantly.

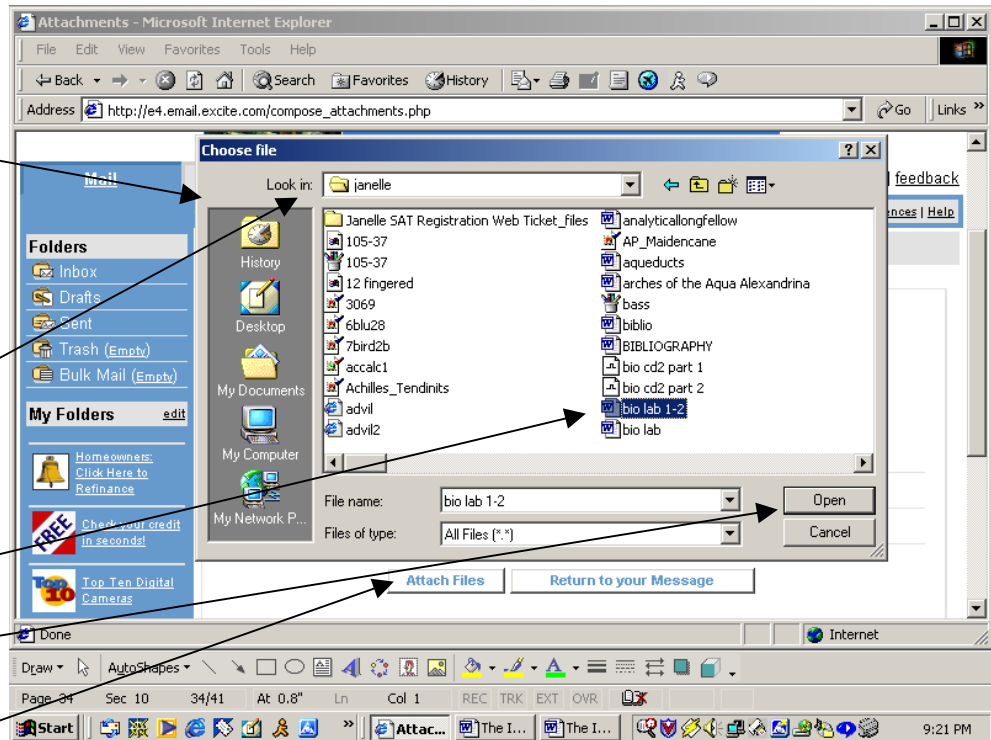


1. To attach a file to a message, click on the **Attach** button.

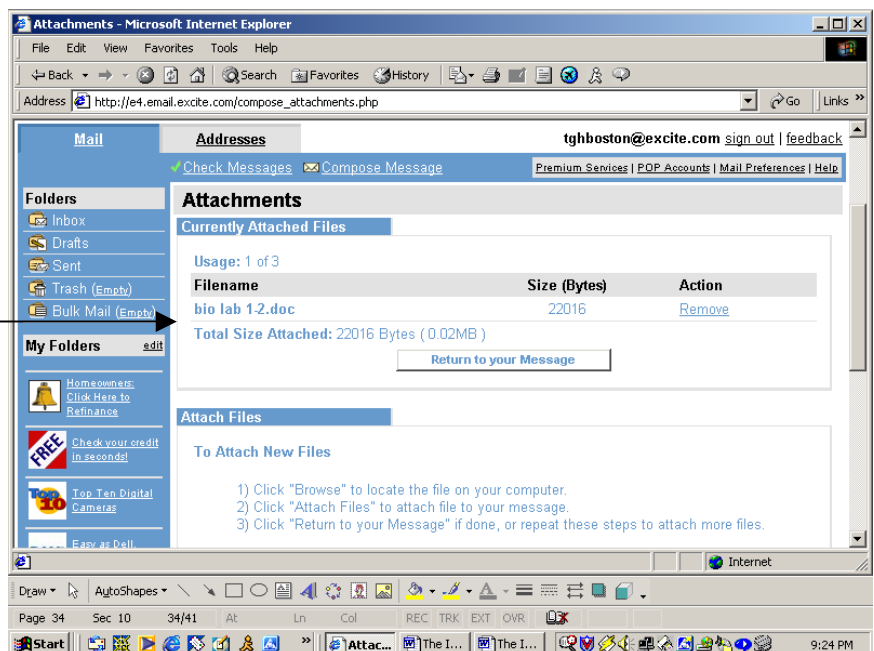
2. Next, you must select the file you want to attach. Click on the **Browse** button to locate the file. You can attach up to three files or a total of 1.5 megabytes.



3. A dialog box opens—it looks very similar to the Open dialog box in Microsoft Word.
4. Choose the location of the file you want to attach (either on the hard drive or the floppy drive)
5. Select the file you want to attach.
6. Click **Open**.
7. Click on the **Attach Files** button.



8. Your file is now attached to the Email message. When the message is received, the recipient can download the attachment to his or her computer and then open the file.



## Using the Address Book

The **Address Book** is an Email feature that allows you to store the Email addresses of the people you send messages to. It saves time, keeps you organized, and limits mistakes made when typing in Email addresses. It is a digital version of an address book you might use to store the addresses and phone numbers of people you know.

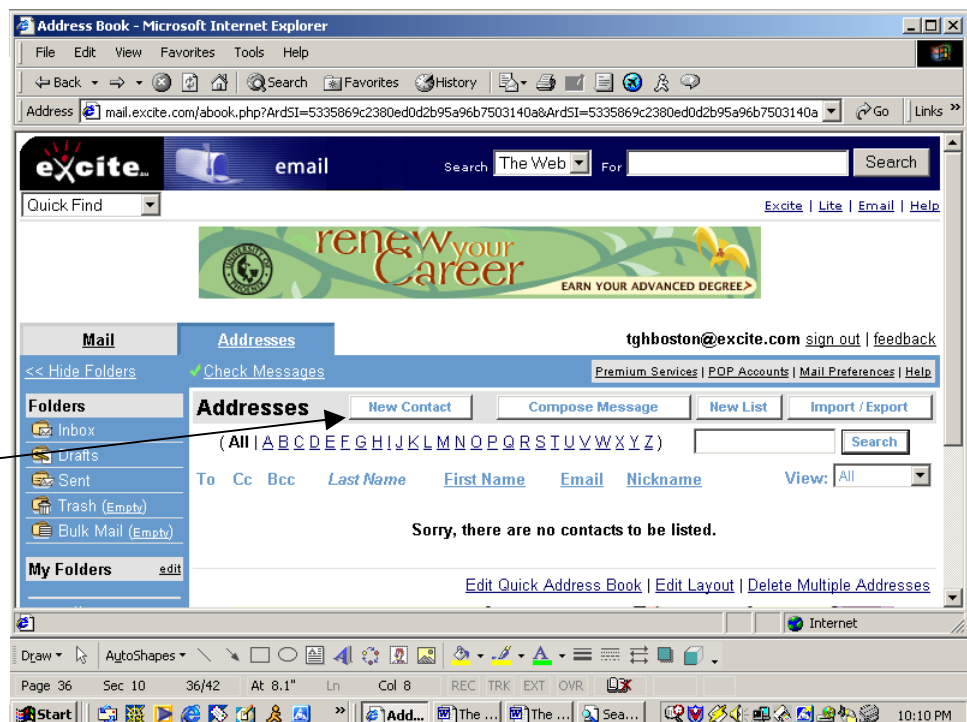
To add people to your Address Book:

1. To access the **Address Book**, click on the **Addresses** link.



Excite allows you to choose a variety of options for adding people to the Address Book.

2. To add a new person to your book, click on the **New Contact** button.





3. Type in the information that you want stored.

Be sure to fill in

- the **Name** of the person
- and
- their **email** address.

Excite has a great feature known as **Nickname**. A nickname is a shortcut to a person's email address. If you enter someone's email address, and you enter a shorter name for that person in the Nickname section, you can use the nickname associated with that person to send email.

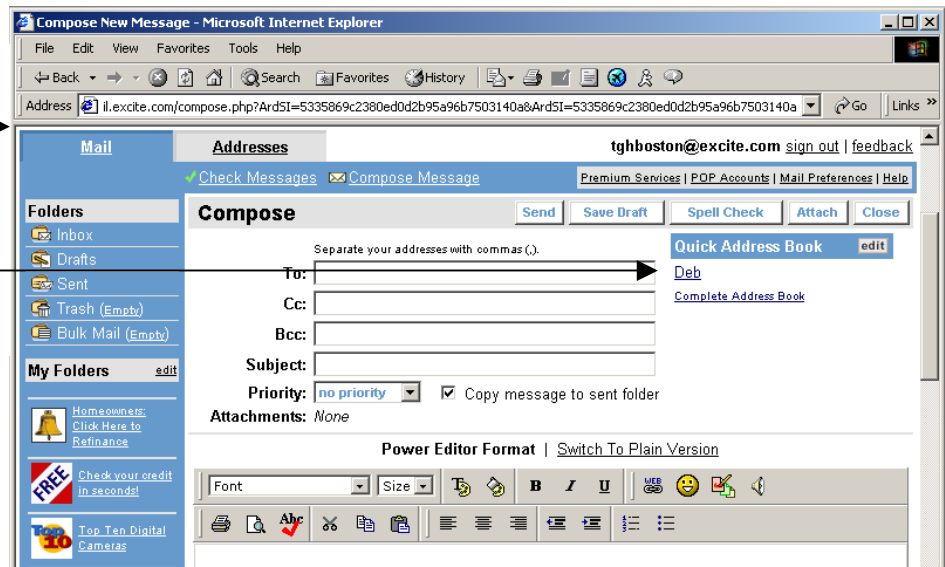
For example, you can enter "Joe" as the nickname for josephsmith@anywhere.com. Then, when you are composing an email with Excite Mail, you don't have to enter in the entire email address. Just enter the name "joe" and the email will be sent.

4. After you have entered the information for the new person in each box, click on **Save Contact** to complete the entry.

Once you have addresses stored in your Address book, you can insert an address into a new Email message.

To insert an address from the Address book into a new message:

1. Open up the **Compose** window.
2. Click on the Nickname or **Complete Address Book**.



3. Deborah's Email address now appears in the **To:** line.

You can now finish typing the message.

Don't forget to click **Send** to mail it!!

